

HARASSMENT (INCLUDING SEXUAL), DISCRIMINATION AND RETALIATION COMPLAINT FORM

Reference: Harassment (Including Sexual) Discrimination & Retaliation Policy
NMJBPR Part 1, Section 1.05 & NMJBPR Part 2, Section 15.05

Confidentiality shall be maintained throughout the investigative process. Upon receipt of a harassment, discrimination or retaliation complaint the investigator will provide the accused individual with a copy of the full complaint within ten (10) business days, unless the complainant resends their complaint. Please reference the above mentioned, and review the definitions in the policy.

Name: _____ Date: _____

Judicial Entity: _____ Telephone Number: _____

Please answer the following questions with as much information as possible.

Name the accused individual(s):

State the date, time and location the event occurred:

Give the specific details of each event that leads you to believe that you have been harassed, discriminated or retaliated against or that you have observed harassment or discrimination (Ref: Harassment definition.):

Describe the act(s), gesture(s) and dialogue that occurred:

Were there any witnesses to the event? If so, name them:

What is the nature and past history of your relationship to the accused individual (employee/supervisor)?

Why do you think the harassment, discrimination or retaliation is occurring?

Do you have documents to support your allegations? If so, please attach copies.

Describe any statements, act(s) or gesture(s) you made to let the accused individual know the behavior is unwelcome:

Have there been any economic and/or psychological consequences to you? If so, state what they are:

Do you know of others who may have suffered harassment, discrimination or retaliation by the accused? If so, name the individuals and describe the alleged conduct:

Could management be aware of the event about which you are complaining? If so, how?

Have you complained previously of the alleged behavior? If so, to whom and when?

Provide any other details or information that you feel might be pertinent:

I attest that the information provided above is true and accurate to the best of my knowledge.

Signature of complainant_____

Received by: _____ Date: _____

*Any employee knowingly making false statements in a complaint
or during an investigation of harassment, discrimination or retaliation shall be subject to
discipline, pursuant to NMJBPR.*